



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 8TH ARMY
UNIT #15236
APO AP 96205-5236

EACG

MAR 19 2012

MEMORANDUM FOR All 8th Army Assigned Soldiers and Civilians

SUBJECT: 8th Army Command Policy Letter #54 – Army Career Alumni Program (ACAP) Participation

1. Reference. Memorandum, Secretary of the Army, 29 August 2011, Subject: Army Transition Policy.

2. Applicability. This policy applies to all Soldiers, Department Army (DA) Civilians, and Family members of 8th Army.

3. Policy. The 8th Army Transition Policy will encompass transitions throughout the lifecycle of service (e.g. permanent change of station, promotions, schooling, separation and retirement):

a. Commanders will ensure first term Soldiers receive counseling within 30 days of arrival to their unit. During counseling, Soldiers will construct a written Individual Development Plan (IDP). First line supervisors (both Military and Civilian) will review the Soldiers Career Path, training and educational goals with an objective to refine the detailed steps and ensure an achievable timeline is followed. The Soldier's IDP will be reviewed with the Soldier by a leader in the chain of command and a career or education counselor annually.

b. The Army Career and Alumni Program (ACAP) is a Commander's program. Soldiers who transition from the Army will receive a retention briefing and pre-separation counseling not later than 12 months prior to separation. Participation must be synchronized with unit mission requirements to afford adequate time to participate in the appropriate programs and services offered by ACAP.

c. Every Soldier will have a resume and one of the following prior to separation: Acceptance letter from a college/training institution, an actual job offer, a current list of solid job opening leads that are well matched to the Soldier's current level of knowledge, skills and abilities, or a business plan if he/she plans to start a business.

d. Family members of separating/retiring Soldiers are invited and encouraged to participate in ACAP services.

4. Commanders will ensure that Soldiers are afforded sufficient opportunity to use the available ACAP services. Soldiers are not required to have retirement/separation orders to use any ACAP services. Commanders will ensure that all voluntary/involuntary and medically chaptered Soldiers begin ACAP services as soon as the process begins.

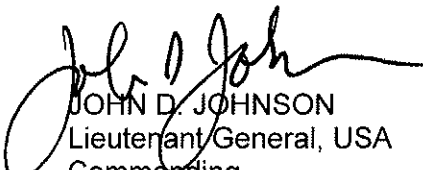
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a. Commanders are directed to ensure that all separating Soldiers attend the Department of Labor 2-1/2 Day Transition Assistance Program (TAP) Workshop and the Veterans Affairs (VA) 4-hour Benefits class. This will be accomplished no later than 6 months prior to separation.

b. Separating Soldiers may contact ACAP up to one year prior and retiring Soldiers up to two years prior to their established separation date. This allows for participation in ACAP training and services with minimal impact on unit mission requirements. Soldiers enrolled in the 2-1/2 Day TAP Workshop will be exempt from normal duty and training and may not be removed from the workshop except by the first O-5 level Commander.

5. Proponent. The 8th Army Assistant Chief of Staff G1 is the proponent for this policy. The point of contact can be contacted at commercial 011-822-7914-3496 or DSN 315-724-3496.


JOHN D. JOHNSON
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Commanding